



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

REGIONAL PLANNER/ANALYST #324 **Regional Transportation Improvement Program** **(Senior/Associate/Assistant Regional Planner)**

Senior Level: \$5,252 to \$7,879 per month – Hiring Range: \$5,252 to \$6,565 per month
Associate Level: \$4,206 to \$6,309 per month – Hiring Range: \$4,206 to \$5,257 per month
Assistant Level: \$3,451 to \$5,178 per month – Hiring Range: \$3,451 to \$4,315 per month
Open Until Filled. First Review of Applications, Monday, June 11, 2007

This position may be filled at any of the three levels of Regional Planner. Individuals hired at the Assistant level may advance to the Associate level without competition, once the competencies have been met and upon recommendation of their supervisor. The position reports to the RTIP Program Manager within Transportation Planning and Planning and Programming. This position will be required to perform a variety of professional level work in direct support of the Regional Transportation Improvement Program (RTIP), including administrative and budgetary functions. The RTIP is the financial programming document which encompasses those projects which are included in the Regional Transportation Plan (RTP).

Other Significant Functions include:

- Prepare and deliver presentations to policy committees, technical task forces and other groups as necessary.
- Analyze and compile technical and statistical information.
- Participate in the development of the RTIP document.
- Work closely with partner agencies and the public.
- Assist the Lead Regional Planner in formulating and developing public policy as it relates to the RTIP.
- Research and analyze state and federal transportation requirements.
- Represent SCAG at regional and statewide meetings regarding the RTIP.

Ideal Candidate Qualities

- Knowledge of Federal and State regional planning laws and regulations in the areas of transportation and air quality
- Excellent interpersonal skills

- Effective verbal and written communication skills
- Adaptable and flexible worker
- Politically astute, with experience in dealing with elected officials
- Project management experience
- Ability to work on high volume detailed project analysis
- Database maintenance experience

Minimum Qualifications

Education: Bachelor's degree from an accredited college or university with major course work in urban and regional planning, transportation planning, geography, economics or a related field. A Master's degree may substitute for one year's experience.

Experience and Training: **Assistant:** One year of urban or regional planning or policy experience.

Associate: Two years of professional urban or regional planning experience that includes working on the RTIP.

Senior: Four years of professional urban or regional planning experience that includes extensive experience working on the RTIP.

Knowledge of: Analysis and research methods; theories, principles and practices of urban planning and development. **In addition, the Associate/Senior levels require working knowledge of:** Federal and State regional planning laws and regulations.

Ability to: Prepare clear, effective, and accurate reports and presentations; respond to public requests and inquiries; analyze and compile technical and statistical information; prepare and maintain large and complex spreadsheets. **In addition, the Senior /Associate levels require the ability to:** Analyze complex problems and identify logical solutions; administer the contracts of

outside consultants and evaluate quality of work; independently investigate RTIP project problems; gain cooperation and consensus through discussion and persuasion.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1910
(213) 630-1493 fax
www.scaag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

Candidates who successfully pass the selection process will be placed on a list of eligible candidates. As vacancies occur, the list of eligible candidates will be submitted to the requesting department for consideration.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other

Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.

- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of over 15 million. For more information on SCAG, please visit our website at www.scaag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.